

DRN: III-FO-HRMDD-HRWS-A-COMM-24-05-32966-S

**MEMORANDUM**

**TO : ALL DSWD FIELD OFFICE III PERSONNEL**

**FROM : THE REGIONAL DIRECTOR**  
DSWD Field Office III

**SUBJECT : CALL FOR NOMINATIONS FOR THE 2<sup>ND</sup> QUARTER**  
**REGIONAL CHARACTER EMPLOYEE AWARDS CY 2024**

**DATE : 16 MAY 2024**

In accordance with Regional Administrative Order No. 02, Series 22, of the DSWD Field Office III, and consistent with the ongoing execution of the Regional Character Employee Awards, the Undersigned is hereby opening the call for nominations for the 2<sup>nd</sup> Quarter of CY 2024 for DSWD Field Office III staff who best exemplifies, in his/her actions, behaviors, and/or activities, the respective character traits for each month, to wit:

MONTH	CHARACTER TRAIT	BRIEF DISCUSSION
APRIL	TAMING THE TONGUE	A person who has the ability to discern only words that can edify, and not bruise the hearer unnecessarily.
MAY	TRANSPARENCY	A person who upholds honesty, integrity and high moral standards at all time whenever he/she has an assigned task.
JUNE	PEACE	A person who is a builder of harmony among his/her colleagues, who fosters the value of peace in all his/her personal endeavors and promote harmony and friendship and his or her surroundings.

For your submissions, kindly observe the following:

1. The Division/Office will be submitting one (1) completely accomplished and duly signed Nomination Form provided by the nominator, and one (1) signed Letter of Support which shall be accomplished by another individual who will

further support and substantiate the nomination. Failure to submit the Letter of Support will result to ineligibility. The forms shall be submitted in either printed or electronic copies (PDF Format), not exceeding to three (3) pages.

**Email Subject Line: RCBP NOMINATION\_OFFICE\_MONTH**

**File Name: MONTH\_[Name of Nominee]\_[Nomination Form]  
MONTH\_[Name of Nominee]\_[Letter of Support]**

2. Do note that nominations must be based on the established criteria and should reflect the nominee's contribution to the office during the respective month of the featured trait.
3. The received nominations by the secretariat shall be endorsed to the Regional PRAISE Committee for their initial review and scoring in accordance with the approved scoring rubrics for each featured trait for the month. Hence, the following percentage distribution shall be observed in the evaluation of nominations:

Nomination/Justification Write Up	70%
Letter of Support	30%
<b>TOTAL</b>	
	<b>100%</b>

You may forward the duly accomplished forms to the Human Resource Welfare Section through [hrws.fo3@dswd.gov.ph](mailto:hrws.fo3@dswd.gov.ph). For any concerns and queries, you may likewise course them through the same email address or call thru local no. 165.

Further, please be reminded of the following deadline of submissions:

MONTH	DEADLINE
April (Taming the Tongue)	June 07, 2024
May (Transparency)	June 07, 2024
June (Peace)	June 21, 2024

For your information and guidance.



**DIR. VENUS F. REBULDELA**